

CPD Endorsement Process and Application

What is CPD endorsement?

CPD endorsement is a quality assurance process whereby CPD activities are assessed and endorsed against a set of quality criteria. The purpose of endorsing CPD activities is to:

- Provide quality assurance to social workers by applying minimum Quality Standards to endorsed CPD activities
- Provide social workers guidance as to which activities might be appropriate for their professional development needs, by advertising endorsed activities in a standardised template that outlines target audience, presenter credentials, activity rating, and learning outcomes
- Promote and encourage ongoing commitment to social work professional standards

Gaining endorsement for CPD activity/ies allows external providers to promote their activities as being of quality standard suitable for the professional development of social workers.

Once endorsed, an external CPD provider has the authority to use the 'AASW Endorsed' logo (pictured, right). The endorsed activity will be listed on the AASW CPD Events Page using the standardised promotional template



What can be CPD endorsed?

CPD endorsement may be requested by external providers who are planning on providing a CPD activity that has clear learning objectives relevant to social workers. Conferences, symposiums or forums may be endorsed, if the standards outlined below can be met.

AASW Quality Standards

All CPD activities undergoing the endorsement and quality assurance process (including all AASW hosted CPD activities, AASW online CPD activities, and external CPD providers who choose to apply for endorsement) are bound by the following Quality Standards:

Endorsement application process

1. Content Standards

- 1.1 Content is relevant to social worker
- 1.2 Content is based on recognised or evidence-informed practice and / or theory

2. Educational standards

- 2.1 Learning outcomes are explicit
- 2.2 Activity is facilitated by persons with relevant experience and / or qualifications that exceed the content level of the activity
- 2.3 Learners are given opportunity to engage in active learning*
- 2.4 Learning is monitored to determine identified learning objectives are achieved*
- 2.5 Attendees participate in evaluation and feedback of the activity*

3. Ethical standards

- 3.1 When presenting information based on real-world scenarios, care has been taken to de-identify personal detail.
Where this is not possible, informed consent has been obtained in writing from all involved.
AASW interactive* CPD activities and external providers seeking endorsement must meet all Quality Standards.

** The AASW recognises that learning occurs in a multitude of ways. Passive learning opportunities form a valuable tool in Continuing Professional Development, even where they do not fit in with the educational standards listed above for active learning activities. All programs must be held to appropriate quality standards, allowing social workers to locate opportunities that are relevant and appropriate. Lack of fulfilment of QS 2.3, 2.4, and 2.5 will preclude passive learning opportunities from receiving quality status.*

Apply for the endorsement for your activity by completing the application form at the end of this document:

- It is the responsibility of the applicant to gather all information requested by the form in order for their application to be processed.
- Allow up to 2 months for your application to be processed.
- The AASW Endorsement logo must not be used to advertise your CPD activity during the application process.

If successful, you will receive:

- Written confirmation, by email, that your application has been successful, within 2 months of submitting a complete application
- An endorsement registration number from the AASW
- An AASW endorsed logo for use on all advertising for your activity
- Weblink to where your activity is listed on the Events Calendar on the AASW website
- Date of expiry of the AASW CPD Endorsement

If your application is unsuccessful you will receive:

- Written notification, by email, within 2 months of submitting a complete application.
- A list of reasons why the activity was not able to be endorsed.

Unsuccessful applicants may choose to revise their CPD activity based on the feedback received. In this instance the applicant may resubmit the same activity, with revisions, on one occasion for further consideration within a 6 week period at no additional charge

During and immediately after your CPD endorsed activity, you should:

- Provide feedback forms to attendees. AASW Activity Feedback forms are available on request if required
- Take a record of attendance. Maintain a record of successful attendees for two years after the activity
- Issue written evidence of completion to each successful participant

Please note: inclusion on the Events Calendar on the AASW website does not extend to ad placements within AASW Publications. Advertisements within AASW e-Bulletins are available to endorsed providers at a special set rate. For more information, visit the Advertising and Contribution Guide on the our Publications page of the [AASW website](#).

Endorsement fees

Applications for endorsement will attract a fee as outlined below. Please note that this fee covers the administrative processing cost and for use of the AASW CPD Endorsement logo. If you are hosting the activity in more than one location or on a different date, this is still considered as one activity for cost purposes. If application is unsuccessful fee will not be charged.

CPD provider	Endorsement for 1-4 activities	Endorsement for 4-20 activities	Endorsement of 20-40 activities	Endorsement of 40 or more activities
• AASW member (to be eligible for this fee the member must be the provider of the CPD activity)	no charge	no charge (per calendar year)	\$250	\$350
• Not for profit who is providing activity that is offered at \$0	no charge	no charge (per calendar year)	\$250	\$350
• All other providers	\$250	\$500	\$1000	\$1500
• Conference providers	\$1000 (per conference)			

Application starts on the following page.

CPD Endorsement Application Form

Applicant details

Applicant's name:

Phone:

Email:

Payment details

Please indicate your application category and fill in your credit card details (refer to fee schedule on previous page for appropriate amount)

Please indicate how you would like to pay:

Cheque or Money order

Direct deposit

Payable to the; Australian Association of Social Workers

Account name: Australian Association of Social Workers

Please attach cheque or money order securely to your endorsement submission

Account: 10149878

BSB: 062-919

Reference: CPD Endorsement "Activity name"

Master card

Visa card

Credit card number:

Expiry:

CVV:

Amount payable:

Cardholders name:

Cardholder's signature:

Activity details

The answers to these questions will be used by the CPD Officer to list your endorsed activity onto the Events Calendar on the AASW website. Please ensure all date and activity information provided for the website is accurate and complete for the entire period of endorsement. While AASW will make every effort to assist with infrequent changes, we have limited capacity to provide ongoing updates to your listing on our website.

Have you received AASW endorsement for this activity in the past

Yes

No

If yes, please provide your Endorsement Reference Number (if known):

Title of activity:

Date(s) of activity:

Duration (in hours);

Location(s) of activity:

If using multiple locations, please be very clear which dates belong to which venue, this will assist us in listing your activities correctly on our website

Cost to participants:

If there is a discount for early bird payment, or for AASW members please list all varying prices with label

Registration details:

Please provide website or email or phone contact details for participants to use when registering for your activity

Presenter(s):

Please provide a CV or background information about each presenter, outlining their experience and or qualifications in relation to the content of the activity.

Short description:

Please write a two sentence overview of the activity, this is to be used in the summary listing on the events calendar

Long description:

Please write one or two paragraphs marketing the activity, this information is to be used in the activity details section on the events calendar. Should you require additional space please provide in a separate document

Learning objectives:

Learner prerequisites:

What skills and or knowledge, if any, (beyond entry level social work skills and knowledge) is required to participate in this activity? Please leave this section blank if there are no prerequisites

Target audience: please select one option from each column

Level of competency:

Category:

GENERAL: Appropriate for all levels of the profession

GENERAL: For activities relevant to social workers from all fields of practice

ENTRY: Graduated within the last two years, or new to the content area

Private practitioner specific

ADVANCED: Has 2 or more years of experience in the content area

Government practitioner specific

EXPERT: Several years experience in the content area required

Community practitioner specific

Rural and remote specific

Other (please specify)

Focused Psychological Strategies (FPS)

Does your activity meet the Focused Psychological Strategies criteria for Accredited Mental Health Social Workers, as defined by [Medicare Australia](#)?

Yes

Not applicable

**By checking yes, you agree to conform to the criteria for Focused Psychological Strategies as defined by Medicare Australia. Focused Psychological Strategies are evidence based strategies that have been approved for appropriately credentialed allied health professionals when making claims through Medicare Australia. Please identify in the space provided which FPS will be discussed and or taught in this activity?*

Focused Psychological Strategies (FPS)	Please identify which FPS will be discussed/taught in this activity
Psycho-education (including motivational interviewing)	
Cognitive Behavioural Therapy <ul style="list-style-type: none"> • Behavioural interventions • Behavioural modification • Exposure techniques • Activity scheduling • Cognitive interventions • Cognitive therapy 	
Relaxation Strategies <ul style="list-style-type: none"> • Progressive muscle relaxation • Controlled breathing 	
Skills training <ul style="list-style-type: none"> • Problem solving skills and training • Anger management • Social skills training • Communication training • Stress management • Parent management training 	
Interpersonal therapy	
Narrative therapy (for use with clients who identify as Aboriginal or Torres Strait Islander descent)	

Detail about FPS content:

Quality Standards

QS 1.1 Explain briefly how this activity is of benefit to social workers:

QS 1.2 Demonstrate that the activity is based on recognised or evidence informed practice and or theory:

QS 2.3 Describe briefly the delivery methods utilised, highlighting opportunities for active engagement of your learners (e.g. group discussions, Q&A sessions, exercises etc):

QS 2.4 Explain how you will ensure that identified learning objectives are achieved:

QS 2.5 Identify which feedback form you will be providing for your attendees:

I have my own form

Please send me the AASW form

QS 3.1 For content based on real world scenarios, has all personal information been de-identified or has informed consent been obtained in writing from all involved?

Information de-identified

Consent obtained in writing

Not applicable

Submitting your application

Have you included the following documentation?

All fields in form completed

Brief CV of each presenter

Flyer (pdf format) to be uploaded to the AASW Events Calendar

Additional documentation (please list)

AASW contact details:

Enquiries and completed endorsement applications should be sent to:
cpd@asw.asn.au

OR

CPD Endorsement
Australian Association of Social Workers
PO BOX 2008
Royal Melbourne Hospital, Victoria 3050
